

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2321</u> Forward three (3) copies to address at left.
Court			
Charles County	11/01/12		
County	Date		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records – Daily Register Receipts, Month End Reports	2330 II	5k	7/2008 – 6/2009	14		
	Jury Qualification Forms, Excused Jurors	2330 I	6b	08/27/07 – 8/25/08	5		
	Business License – Applications	2330 II	6	3/2008 – 10/2009	3.5		
	Timesheets/Timecards – Regular & Contractual	2330 II	4f	6/2008 – 10/2009	2		
	Courtroom Clerk duplicate copies of daily docket sheets	2330 I	1b	4/2008 – 6/2009	1		
	Accounts Receivable (Rick Hemphill old billing program)	2330 II	5f	5/2008 – 6/2009	1		
	Payroll and Check Register	2330 II	4b	7/2008 – 6/2009	.25		

Destruction Approved by Maryland State Archives

Destruction Certification

11/14/2012
Date


State Archivist

Signature of Court Official

Title

Date